



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-C

18 DEC 1999

MEMORANDUM FOR REGISTRANT, CP18 REFERRAL INVENTORY

SUBJECT: DISCONTINUANCE OF CP18 CENTRAL REFERRAL INVENTORY

1. By memorandum, 28 September 1999, LTG Ballard, the Functional Chief for CP18, announced his decision to discontinue central referral for CP18. This memo can be viewed at <http://www.hq.usace.army.mil/cehr/c/cehec2.htm>.
2. Civilian Personnel Operations Centers (CPOC) will assume responsibility for announcing vacancies and issuing referral lists for recruitment actions received at the CPOC on or after 1 December 1999. The Central Referral Office will continue to issue referral lists for recruitment actions that were received at the CPOC before 1 December. This means that December will be a month of transition. That is, there may be outreach announcements posted on the Army Vacancy Announcement site at <http://www.cpol.army.mil> that will state that Army candidates must be considered through the CP18 referral process. You cannot apply directly for any position that contains this statement. Conversely, there may be vacancy announcements appearing in December where the CPOC will be developing the referral list. You should apply against these announcements if you wish to be considered. This means that you need to monitor the CPOL web site. READ THE VACANCY ANNOUNCEMENT AND FOLLOW THE HOW TO APPLY INSTRUCTIONS CAREFULLY!
3. We are creating a voluntary web-based announcement notification system that will allow you to register your interests by series, grade, and location for EMAIL notification when positions open for application. You will then be required to apply against the vacancy announcement in order to receive consideration. We anticipate you will be able to register early in January. Please monitor the CP18 web site for information on this registration process at <http://www.hq.usace.army.mil/cehr/c/cehec2.htm>.
4. In summary, by announcing vacancies as they occur, we will be able to consider all possible candidates for positions without any time lag or other barriers associated with maintaining central referral inventories. You will decide which positions you would like to be considered for and be responsible for making appropriate application. Once the referral lists have been issued for requests on hand, all information in the CP18 Central Referral Inventory will be archived. My POC for this action is Mrs. Louise Crowell, 202-761-0826, or DSN 763-0826.

WILLIAM A. BROWN, P.E., HAIA
Functional Chief's Representative
Civilian Career Program for
Engineers & Scientists (RC)